



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #07/01

March 27, 2001

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on April 27, 2001. This meeting will be held at the Department of Transportation, Room 314, 1263 South Stewart Street, Carson City, beginning at 9:00 a.m. This meeting will also have a video conference link to the Department of Transportation, Building B-Training Room, 123 East Washington Avenue, Las Vegas.

- I. Call to Order – 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Classes Subject to Pre-Employment Screening for Controlled Substances
 - Division of Forestry, Department of Conservation & Natural Resources*
 - Department of Human Resources*
 - Department of Prisons*
- V. *Prohibitions and Penalties
 - Department of Human Resources*

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- VI. *Regulation Changes to Nevada Administrative Code, Chapter 284
 - A. NAC 284.526 – Computation of payments for holidays
 - B. NAC 284.530 – Compensation for working on holidays
- VII. *Classification
 - A. Parole & Probation Officer series
 - B. Highway Patrol Major
- VIII. *Clerical & Related Services Occupational Group Study
 - A. Parole and Probation Caseworker series classification
 - B. Administrative Assistant and Medical Records series classifications
- IX. * Classification Appeals
 - A. Patricia Stephens, Appeals Referee
Department of Employment, Training & Rehabilitation
 - B. Personnel Technician I – Position 3223-0014
Department of Human Resources, Health Division
- X. Uncontested Classification Action Report
- XI. Selective Certification
- XII. Special Reports
- XIII. Comments by the General Public
- XIV. Select Date for Next Meeting
- XV. *Adjournment

** Indicates item will be voted on by the Personnel Commission*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.